



Bus Drivers

The Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.) is recruiting for **substitute** Bus Drivers. This position is primarily responsible for transporting and assisting elderly and disabled bus riders and for operating and maintaining the vehicle used in transporting riders.

Minimum Qualifications: Graduation from high school or high school equivalency; valid Wisconsin driver's license and acceptable driving record; commercial driver's license (CDL) with passenger or School Bus endorsement; one year experience driving passenger bus; experience working with older adults preferred; must be able to pass any and all drug and alcohol testing, including a pre-employment test; driver must be able to pass an Interstate Commerce Commission (ICC) physical; good communication skills; desire to work with older people; outgoing personality and ability to relate well with others; able to lift and move up to 25 pounds; equivalent combinations of job related education and experience may be considered.

How to Apply: A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **A Grant County Application** must be on file, completely filled in, no later than **4 p.m. on February 5, 2016 to:**

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Bus Driver

DEPARTMENT/ AGENCY: Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.)

IMMEDIATE SUPERVISOR: Grant County ADRC Director

PAY RANGE: 3

FLSA: Non-exempt

NATURE OF WORK

This position is primarily responsible for transporting and assisting elderly and disabled A.D.R.C. bus riders and for operating and maintaining the vehicle used in transporting riders.

MINIMUM QUALIFICATIONS

Education:

1. Graduation from high school or high school equivalency
2. Valid Wisconsin driver's license required
3. Commercial driver's license (CDL) with passenger or School Bus endorsement required

Experience:

1. One year experience driving passenger bus
2. Experience working with older adults preferred
3. Acceptable driving record required

Note:

- Must be able to pass any and all drug and alcohol testing, including a pre-employment test
 - Driver must be able to pass an Interstate Commerce Commission (ICC) physical
 - Good communication skills required
 - Desire to work with older people required
 - Must have an outgoing personality and be able to relate well with others
 - Must be able to lift and move up to 25 pounds
4. Equivalent combinations of job related education and experience may be considered.

Knowledge, Skills and Abilities:

- Knowledge of and sensitivity towards the needs of the elderly and disabled citizens
- Ability to interact in a positive way with others
- Knowledge of Grant County communities, roads and highways
- Ability to read maps and follow directions
- Skill in customer service
- Ability to be alert to the needs of the riders and of the agency
- Ability to assist with group activities

ESSENTIAL FUNCTIONS

Under general direction

- Arrange and coordinate the transportation route directly with riders and the Transportation Coordinator
- Reserve meals for riders, as needed, with meal site managers
- Perform and document daily safety inspection of the vehicle

- Responsible for monitoring and scheduling routine maintenance according to the manufacturer suggestions and reporting maintenance needs to the Transportation Coordinator
- Keep interior and exterior of the bus clean
- Assist riders to/from their home and into/out of the vehicle
- Assist with packages
- Secure wheelchairs and other mobility devices in the bus
- Maintain accurate records, file reports as required, and collect fares
- Support the activities of the meal sites by assisting with serving meals, cleaning up, meal delivery, leading group activities, and other entertainment
- Immediately report any accidents (both vehicle and rider) and vehicle breakdowns
- Assist supervisor with scheduling special excursions
- Perform regular outreach to promote the bus service and other services of the A.D.R.C.
- Perform other services which facilitate the use of the bus by elderly and disabled individuals

SUPERVISION RECEIVED

Supervised by the ADRC Director

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

This position requires travel both inside and outside of Grant County in all types of weather. Must be able to meet the transportation requirements of this position. Dexterity in moving, picking up objects is required. Ability to bend, stretch and perform basic mobility functions such as ambulating, opening and closing doors, assisting clients. Must be able to lift or move up to twenty-five pounds. This position is in and out of buildings assisting clients and carrying packages in all kinds of weather.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/25/2016